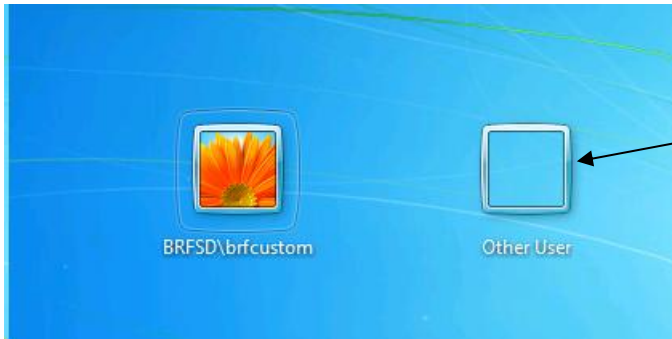


# BRF New Staff Instructions



Click on Switch User



Click on Other User



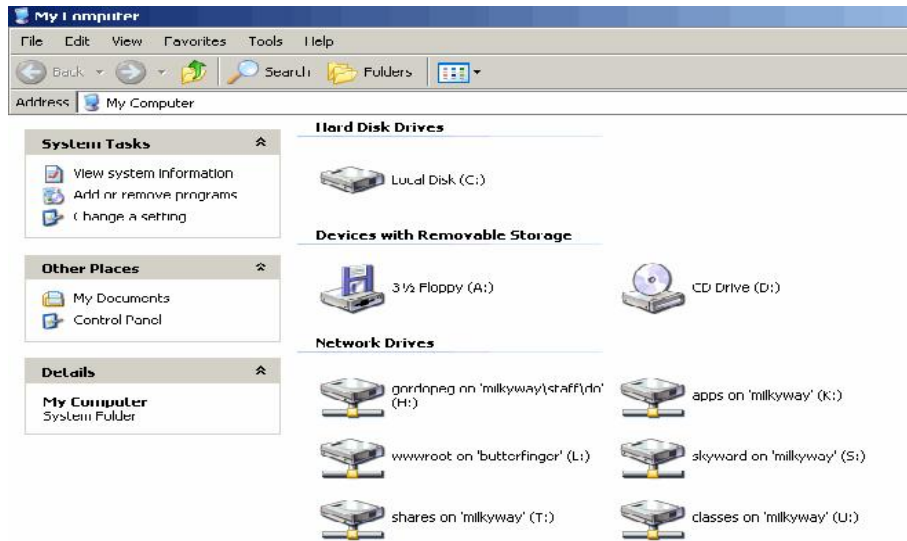
Enter your username and password. Usernames are the first five letters of your last name and the first three letters of your first name. Default password is set to *learning4357*. You will be prompted to change your password the first time you log in. Passwords must be at least 8 characters and should contain letters, numbers, and symbols. Click on the arrow to log in

Do not share your network password with anyone, not even a sub. Subs have their own logins which allow them to access the network. **Sharing your password is a violation of the acceptable use policy you signed.**

Be sure to save all of your files to the network – anything saved to the desktop or C: drive will be lost when/if a computer is ghosted or crashes.

*Each school has network drives mapped specifically for staff and student use. Some classes have network folders set up for only their use. If you would like a folder set up for your specific class, fill out a helpdesk and include the list of students who should have rights to this folder.*

Double click on the MyComputer icon on your desktop and you should see drives similar to the following :



Your user drive will listed as your username on drive H: This is where you will save most of your files.

If you have rights to the Skyward PAC program you will see the S: drive as Skyward.

All staff users see the Shares T: drive

All users see the Classes U: drive.

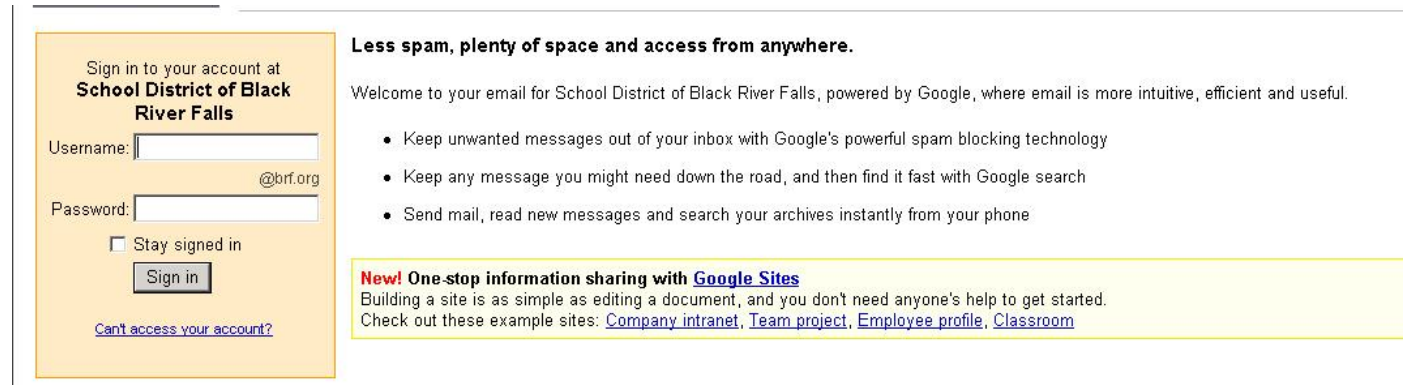
Double clicking on either T: or U: will show the folders that you have rights to access under that drive.

**\*\*What drives and folders you see will vary depending on which school you are located in and what groups you are in.**

If you are walking away from your computer for any length of time, you should lock the screen by pressing Ctrl-Alt-Del and choosing "Lock Computer" from the choices. Computers and monitors should be shut down when you leave for the day. **Computers are forced to shut down every night, so if you leave them on with documents open, you will lose anything that hasn't been saved when they shut down.**

The school district uses Google for email accounts. You can access your account by going to :

<http://mail.google.com/a/brf.org>



Sign in to your account at  
**School District of Black River Falls**

Username: @brf.org

Password:

Stay signed in

[Can't access your account?](#)

**Less spam, plenty of space and access from anywhere.**

Welcome to your email for School District of Black River Falls, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

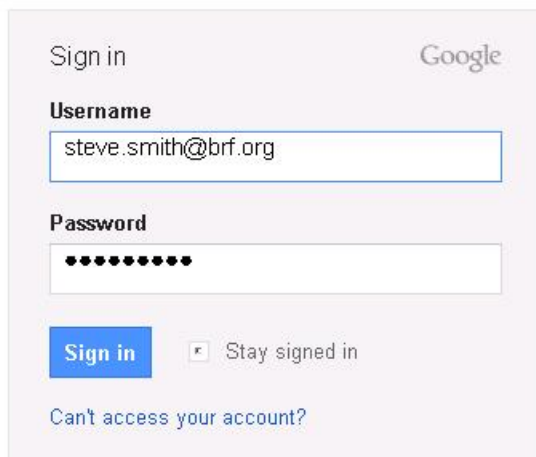
**New! One-stop information sharing with [Google Sites](#)**  
Building a site is as simple as editing a document, and you don't need anyone's help to get started.  
Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

Your email address is your first name dot last name @ brf.org

Example – [steve.smith@brf.org](mailto:steve.smith@brf.org)

To log in here, enter your firstname.lastname and your password (default password for new staff is *learning4357*)

You can also go to <http://mail.google.com> and enter your full email address as your username



Sign in Google

**Username**

**Password**

Stay signed in

[Can't access your account?](#)

To access ERMA (time off, pay information, purchasing), go to <http://www.brf.org> Click on For Staff, then on the SKYWARD ERMA button. To log into ERMA you use your five/three combination. If your last name is less than five characters, you need to leave the appropriate number of spaces between your last name and first name.



The screenshot shows the SKYWARD logo at the top, followed by the text "School District of Black River Falls". Below this is a login form with two input fields: "Login ID:" containing the text "gordopeg" and "Password:" containing seven black dots. To the right of the password field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?".

Example 1 – login with last name more than five characters  
Peggy Gordon – login would be gordopeg



The screenshot shows the SKYWARD logo at the top, followed by the text "School District of Black River Falls". Below this is a login form with two input fields: "Login ID:" containing the text "rush tam" and "Password:" containing seven black dots. To the right of the password field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?".

Example 2 – last name less than five characters  
Tammy Rush – login would be rush tam

Use the default password of *learning4357*

Tammy Rush ext 1003 is the person to contact if you have any problems with your ERMA login.

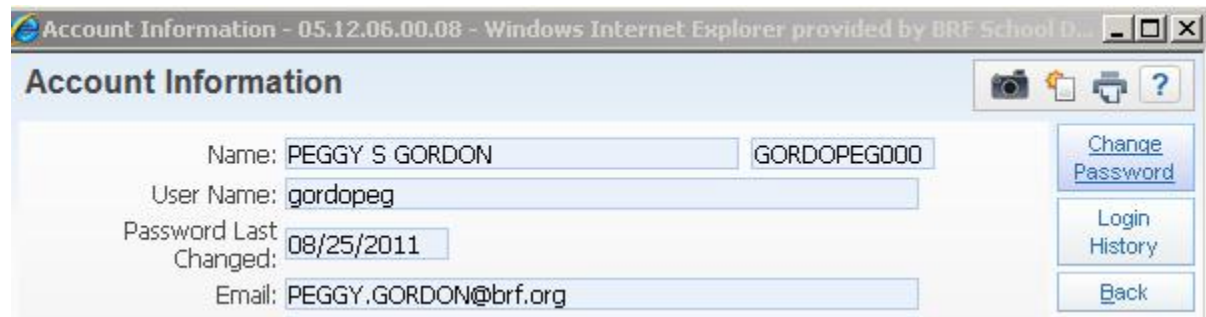
To log into Skyward Educator Access (gradebook, students, classes, etc) use your five/three combination and *learning4357* as the password.

Michael Lichucki ext 4001 is the person to contact if you have any problems with your Skyward Educator access.

Since everyone is given the same default password, it's important that you log into ERMA and Skyward and change these as soon as possible. To do that, go to <http://www.brf.org> Click on the Staff link, then choose SKYWARD ERMA. Log in. Along the top of the screen on the right side, just to the right of your name, you will see the word Account. Click on that.



A new window will pop up and the first button on the right will be Change Password



Click on Change Password, then enter *learning4357* as your current password and click Submit



Enter your new password twice and then click on Submit.

Click on Back

Click on Exit

The next time you log in to ERMA, you will need to use your new password.

Go back to <http://www.brf.org> and click on the **For Staff** link, then Educator Access Plus. At the login screen, follow the same steps as you did for the ERMA password change.

Passwords/usernames for other programs you may use : (all of these are accessible from <http://www.brf.org> – click on the Staff link

**Helpdesk** – <http://services.brf.org/helpdesk> - username five/three combination – default password set to *learning4357*

**Workorder – Maintenance request** – <http://services.brf.org/workorder> - username five/three combination – default password set to *learning4357*

**Skyward ERMA** – this is where you go for pay stub info, to request time off, put in purchase orders, etc. The usual default login is five/three combo However, this may vary and you should check with **Tammy Rush ext 1103** if you are unable to login.

**AESOP** - <http://www.frontline12.com/Products/Aesop.html> Your ID is your home phone number, including the area code. Password is set to either the last 4 or 5 digits of your SSN. If you have problems logging into Aesop, contact **Maureen Ruka ext 1002**.

There are some "How do I?" files pertaining to different software programs out on the webpage. Go to <http://www.brf.org> and click on District Departments and Services, Technology Department to access them. The Helpdesk page can also be accessed from there.